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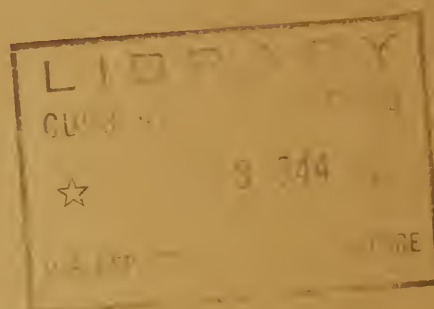
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UNITED STATES DEPARTMENT OF AGRICULTURE

GRADUATE SCHOOL

CORRESPONDENCE COURSES



Washington 25, D. C.

December 1, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
Washington

INFORMATION ON CORRESPONDENCE COURSES

Courses Available

The Graduate School has developed a limited number of correspondence study courses for employees in the field service. The courses have been developed in response to widespread demand and after careful check with the field staff of several bureaus.

Additional courses may be offered during the 1944-45 program, if there is sufficient interest on the part of field employees to warrant the development of an expanded correspondence program.

Available December 1, 1943

- 332C. THE DEPARTMENT OF AGRICULTURE--ITS
ORIGIN, STRUCTURE, AND FUNCTIONS
- 414C. FEDERAL PERSONNEL PROCEDURE
- 422C. METHODS OF CONVEYING IDEAS
- 513C. STATISTICAL METHODS IN BIOLOGY AND
AGRICULTURE
- 514C. LEAST SQUARES
- 581C. COMPARATIVE WORLD AGRICULTURE
- 626C. FEDERAL ADMINISTRATIVE MANAGEMENT

Available February 1, 1944

- 355C. FEDERAL GOVERNMENT ACCOUNTING
- 410C. FEDERAL AUDITING PROCEDURE
- 419C. VOCABULARY BUILDING
- 663C. LEGAL ASPECTS OF INVESTIGATIONS--
CRIMINAL EVIDENCE AND PROCEDURE

Registration Information

To register, send to the Graduate School, 1031 South Building, Department of Agriculture, Washington (25), D. C. Attention: Correspondence Division for registration cards. Fill out the cards and return them with the required fee (make checks or money orders payable to Graduate School, U. S. Department of Agriculture.) Courses may be entered at any time. The first unit of work will be mailed to the student upon receipt of completed registration card and full tuition.

Fees and Course Levels

The fee for each course is indicated in the course description. Fees are computed on the same basis as those for resident courses: \$6.00 a credit hour for undergraduate courses, and \$7.00 a credit hour for

graduate and most advanced undergraduate courses. For each correspondence course there is an additional supplies fee of \$5.00 payable at the time of registration to cover cost of postage, correspondence, and materials. (Text books are not included in the supplies fee). Courses numbered 100-499 are strictly undergraduate; courses numbered 500-699 are graduate and advanced undergraduate; courses numbered 700 and up are graduate only. Graduate level courses may be taken by undergraduate students only with the approval of the Director of the Graduate School.

Withdrawal and Refunds

Students withdrawing from courses will not be entitled to refunds except that--

- (1) When a student is granted permission to withdraw before the third unit of the course is mailed, his fee, minus a \$3.00 registration charge, will be refunded.
- (2) When a student transfers to Washington and wished to complete the course in a residence class, or when a student enters the armed forces, his fee, minus a \$3.00 registration charge, will be refunded in the amount proportionate to the unexpired portion of the course, provided written evidence of such transfer or induction is presented.

All adjustments are made as of the date on which application for refund is received.

Course Content and Procedure

Each course is made up of approximately 15 units. They will be sent in sequence as each lesson is completed. Each will require several hours of work; it is possible that a lesson a week can be completed, but many students with limited time will require longer. It is necessary, however, to complete all assignments within one year from the date the first lesson is sent.

Each lesson will include a mimeographed discussion and reading or work assignment. Some lessons will include case problems, questions, and special assignments which have been developed for those particular units. In some instances, supplementary materials published by the Graduate School or other related materials will accompany the mimeographed unit.

A comprehensive written examination is given at the close of each course, under a local proctor, unless a term paper or other arrangement is called for in the course.

Credit and Certification

Academic Credit. Persons registering for academic credit must satisfy all prerequisites for admission to the course, as specified in the course description.

Students who wish to transfer graduate or undergraduate credit to a college or university or to the United States Civil Service Commission must file with the Graduate School an official record indicating satisfactory completion of at least fifteen units of high school work (for courses carrying undergraduate credit). Such records become the property of the Graduate School. Graduate students should arrange their programs in advance through the dean of the graduate school of the institution from which the degree is contemplated to determine whether or not correspondence course credit will be accepted toward advanced degrees.

The United States Civil Service Commission accepts Graduate School credits, the same as credits from recognized colleges and universities, for examination and qualification purposes. Although courses are of standard graduate and undergraduate grade for the levels indicated (with the exception of a few non-credit courses given to meet special training needs of Federal employees), the School does not grant degrees and has never sought that authority. It prefers to cooperate with existing institutions having that function. Certifications of Graduate School work have been accepted for the past twenty-two years by many of the leading colleges and universities. Because of the unusual conditions under which the School operates, it has never asked, and never felt it necessary to ask, to be included on the lists of accrediting associations. For acceptance of its credits, it relies on the merits of its courses and on the reputation and recognized competence of its instructors. Methods, grades, and credits are considered meaningless unless they result in demonstrated knowledge, skills, and attitudes and in demonstrated ability to make effective application. Course requirements and comprehensive examinations for credit are planned accordingly.

Audit. A student registering as an auditor or "reader" receives full privileges of class participation if he chooses to exercise them. He does not receive a grade; he receives only a mark of AUD. He is not expected to take examinations and is not held responsible in any other way for meeting standards expected of credit students.

Grades. Students registering for credit will receive written notice by mail of grades received. Please keep the School office informed of changes of address.

Upon the student's written request, an official certification bearing the seal of the Graduate School will be sent to him or to an organization designated by him. The fee for this service is 50 cents a copy prepaid. Certification of record for academic credit to be transferred to a college or university will not be made unless the student has filed with the Graduate School transcripts of his academic work.

Library Facilities

Each course includes reference to supplementary readings. Books and periodicals referred to are in most cases available from the USDA Branch Library nearest you.

To obtain library materials, a student may make a request in person, by telephone, or letter, to the Branch nearest him. It is preferred that Form AD 245 (the regular library call card) be used in making written requests to facilitate service to the person and to simplify library procedures.

Branch Libraries are located at:

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| 1. Albuquerque Branch
U. S. Dept. of Agriculture Library
Box 1348
Albuquerque, New Mexico | 6. Milwaukee Branch
U. S. Dept. of Agriculture
Library
970 Madison Building
Milwaukee 3, Wisconsin |
| 2. Atlanta Branch
U. S. Dept. of Agriculture Library
914 Glenn Building
Atlanta 3, Georgia | 7. Philadelphia Branch
U.S. Dept. of Agriculture
Library
Bankers Securities Building
Philadelphia 7, Pennsylvania |
| 3. Beltsville Branch
U. S. Dept. of Agriculture Library
Center Building
Beltsville, Maryland | 8. Portland Branch
U.S. Dept. of Agriculture
Library
519 Main Post Office Bldg.
Broadway and Glisan
Portland 9, Oregon |
| 4. Fort Worth Branch
U. S. Dept. of Agriculture Library
c/o Fort Worth Public Library
Fort Worth 2, Texas | 9. San Francisco Branch
U.S. Dept. of Agriculture
Library
1028 Phelan Building
San Francisco 2, California |
| 5. Lincoln Branch
U. S. Dept. of Agriculture Library
Rudge and Guenzel Building
Lincoln 1, Nebraska | |

Your local library or other libraries to which you have access may be able to provide you with some of the material listed. Frequently local libraries are willing and able to obtain materials from university or metropolitan resources.

General counseling by major fields of work and study. To aid students in planning their education and training, the following Departmental Educational Counselors have been designated by the Department of Agriculture in as many major fields of study and work. These men and women, outstanding in their respective fields, serve also as members of the departmental committees of the Graduate School. They always welcome consultation on educational plans, whether to be pursued in the Graduate School or in other institutions.

Animal Sciences
Benjamin Schwartz

Chemistry
O. E. Hays

Economics
Eric Englund

Engineering and Mechanical
Arts
Marshall S. Wright

Entomology
F. C. Bishopp

Home Economics
Hazel Stiebeling

Information and Public
Relations
DeWitt C. Wing

Language Aids
Ralph R. Shaw

Law
Ashley Sellers

Office Skills
Henry A. Donovan

Physical Sciences
(other than Chemistry)
Charles E. Kellogg

Plant Sciences
Homer L. Shantz

Public Administration
Verne B. Lewis

Sociology
Conrad Taeuber

Statistics
A. E. Brandt

Counseling service for only Department of Agriculture--in Washington and the field. Each bureau and office of the Department of Agriculture has designated an educational counselor to advise with its own employees. The names of these counselors can be secured from the bureau or office in question; field employees are advised to address their educational counselor in care of their organization.

General Information

When enrollment in a local area is sufficient in one course, and employees express their desire for the service, the Graduate School will attempt to supplement the instruction by local supervision and group meetings. A small additional fee will be charged for this service, its size depending on the number of persons participating.

Employees interested in courses not offered by the Graduate School are urged to write the School of their interest. This new correspondence course program will be expanded in terms of the interests of USDA personnel. Employees who wish to take at once courses not offered, may write the School for information as to where desired courses may be secured. The School will be glad to inform employees of institutions offering the courses, and of the costs and credits involved.

Those who wish more information about the Graduate School as a whole, residence courses available, and related information, should request a copy of the 1943-44 ANNOUNCEMENT.

DESCRIPTION OF COURSES

332C. THE DEPARTMENT OF AGRICULTURE--ITS ORIGIN, STRUCTURE, AND FUNCTIONS (2)
\$12 (and \$5 supplies fee) Mr. Harding

This course is designed to acquaint the student with the gradually developing necessity for governmental aid to agriculture, as technology progressed in the United States, and as farmers became part of our competitive commercial enterprise. Environmental factors in reality forced Federal Government action here via public pressure exerted on the Congress. The evolution and growth of the Department of Agriculture, and the elaboration of its structure and functions, as Congress placed additional responsibilities on it, will be traced from its origins in unorganized and uncoordinated activities in Colonial times and up to 1836, when work formally began in the Patent Office, to the complex and far-reaching institution of today. Emphasis will be placed upon the manner in which governmental agencies out of patent necessity, develop, proliferate, and undergo transformation and reorganization under the impulse of environmental forces and changing national and world conditions.

414C. FEDERAL PERSONNEL PROCEDURE (2)
\$12 (and \$5 supplies fee) Miss Mohagen

Deals with basic practices and procedures designed to accomplish appointment, transfer, promotion, demotion, separation, and retirement of Federal employees. The course has three objectives: (1) to keep abreast of current developments in personnel procedures; (2) to become familiar with the legal and administrative background of such procedures (statutes, executive orders, decisions of the Comptroller General, the Civil Service Commission, and the War Manpower Commission, Administrative Orders, etc.); and (3) to visualize the constant need for streamlining procedures in the interests of simplicity and efficiency.

422C. METHODS IN CONVEYING IDEAS (Formerly: Foundation Methods of Presentation)
\$12 (and \$5 supplies fee) Messrs. Van Dersal, Pryor, and Eisele

Most USDA field agents, supervisors, and executives are concerned with the problem of "getting ideas and programs across" to individuals and to groups. This course is a critical appraisal of the methods most useful in conveying ideas, and deals with conference methods, round-table discussion, letter-writing, report preparation, demonstrations, writing for farm newspapers and magazines, best ways of presenting statistics, and use of black-board, slides, motion pictures and other visual aids. From a wide variety of sources, the course provides materials on how to select and appraise the most effective tools of communication and education.

513C. STATISTICAL METHODS IN BIOLOGY AND AGRICULTURE (2)
\$14 (and \$5 supplies fee) Messrs. Pope and Wadley

This course uses Snedecor's textbook Statistical Methods, and follows its

513C. STATISTICAL METHODS IN BIOLOGY AND AGRICULTURE (2) (Cont.)

outline largely but not absolutely. Each of the 15 lessons consists of narrative material, textbook assignment, questions, and problems. The reports are returned with corrections and comments. Subjects discussed include single variation, regression and correlation, analysis of variance and covariance, chi-square, multiple and curvilinear correlation, applications to sampling and experimental design. Practical application of methods is kept to the front. Facility in the use of arithmetic and simple algebra is necessary.

514C. LEAST SQUARES (3)

\$21 (and \$5 supplies fee)

Mr. Lieberman

A course of assignments in Deming's Statistical Adjustment of Data. The reports will be returned with comments. Topics: the nature of statistical analysis, simple and complex problems in curve fitting applied to the social sciences and to geodetic adjustments. Analysis of patterns, use of the t-test, chi-test, analysis of variance. Adjustment of frequencies in sample surveys, examples and exercises in situations commonly met in government research and industrial development.

Prerequisites: An intermediate course in statistics; training in one of the sciences.

581C. COMPARATIVE WORLD AGRICULTURE (3)

\$21 (and \$5 supplies fee)

Mr. Whipple

A survey of countries of strategic agricultural importance including France, Germany, Denmark, Italy, Russia, the Danubian countries, China, India, Japan, Australia, Argentina, and Canada. Each country will be studied in terms of climate, topography, soils, types of farming regions, crop and animal enterprises, markets and transportation, foreign trade, and probably position in the post-war agricultural picture.

626C. FEDERAL ADMINISTRATIVE MANAGEMENT (2)

\$14 (and \$5 supplies fee)

Messrs. Rohrbaugh and Downie

Intended for persons who are or wish to become business managers, administrative officers, and general assistants who work in several fields (budget, fiscal, personnel, and office management). Designed to give an introduction to theory to those who have not had an opportunity for this; to give an introduction to practical operations to those who have not had extensive Federal experience. A series of practical problems is assigned. It deals with principles and practical problems involved in carrying full responsibility for, or an assistant responsibility for planning, organizing, directing, analyzing, and coordinating the activities of staff services, such as administration, budgeting, personnel, procurement, etc., and for developing and maintaining effective relationships with the agencies and organizations.

Prerequisites: Persons in Grade CAF-5 or above, or those with a graduate or undergraduate major in public administration, whose interest and experience are pointed definitely toward general administration.

355C. FEDERAL GOVERNMENT ACCOUNTING (3)

\$18 (and \$5 supplies fee)

Messrs. Quigley and Mason

Principles and practices of accounting in the Federal Government, with emphasis on the uniform system prescribed by the General Accounting Office, including history and background of the accounting and fiscal procedures, organization of general fiscal agencies (Treasury, General Accounting Office, Bureau of the Budget), reporting requirements, and general integration of budgeting and accounting procedures. Especially devoted to the interests and needs of the Department of Agriculture field service.

Prerequisite: One year of basic accounting or its equivalent. Persons wishing to qualify through experience should forward descriptions of their experience for evaluation.

410C. FEDERAL AUDITING PROCEDURE (2)

\$12 (and \$5 supplies fee)

Mrs. Marks

This short, intensive course is designed particularly to train audit clerks drawn from among employees now working in the lower grades as clerks, typists, machine operators, etc., and to assist audit clerks in their present and prospective positions. It embraces explanations of, discussions on, and practice work with the most important types of government vouchers and covers certain related procedures and documents. The manual used outlines in detail the various procedures.

The course covers general basic principles and definitions of terms; use of standard forms involved; General Accounting Office exceptions, and preparation of replies thereto; administrative suspensions and disallowances; applications of statutes, regulations and the Comptroller General's decisions to auditing; special correspondence required in connection with such work; claims and adjustments; purchase order procedures; tax exemption; letters of authorization and travel authority; per diem allowances and computations; methods of travel; and the actual audit of Standard Form 1012 "Reimbursement" vouchers and Standard Form 1034 "Purchase" vouchers.

419C. VOCABULARY BUILDING (2)

\$12 (and \$5 supplies fee)

Mrs. Pease

Designed to help writers and speakers express ideas clearly and attractively. It embraces word study and selection, diacritical markings, synonyms and antonyms, prefixes and suffixes, usage exercises, and other means of developing a broad and useful command of words.

663C. LEGAL ASPECTS OF INVESTIGATION--CRIMINAL EVIDENCE AND PROCEDURE (2)

\$14 (and \$5 supplies fee)

Mr. Koebel

Designed to provide investigative personnel and those desiring to prepare for such work, a background and insight into the legal aspects of their investigations; what types of evidence to seek; circumstances and conditions under which the evidence is to be obtained in order to have adequate probative value; and how to prepare such evidence for presentation in court or other procedure. Since all investigations are potential sources of prosecution, the requirements of criminal evidence and procedure often reach into the early stages of investigation. The instruction is designed to provide understandable information without overemphasis of technical aspects.

THE INSTRUCTORS

Rolin J. Downie, A.B., Assistant Director, Graduate School, USDA

Harold F. Eisele, Ph. D., Senior Training Officer, Division of Training,
Office of Personnel, USDA

T. Swann Harding, B.S., Senior Information Specialist, Office of Information,
USDA

Ralph Koebel, S.J.D., Chief, Research and General Legal Services Division,
Office of the Solicitor, USDA

Jacob E. Lieberman, B.S., Staff of the Mathematical Adviser, Bureau of the Census

Florence P. Marks, A.B., Administrative Analyst, Social Security Board

Charles H. Mason, M.A., Assistant Chief, Division of Accounting, Office of
Budget and Finance, USDA

Verna C. Lohagen, M.A., Assistant Chief, Personnel Management Division, Soil
Conservation Service, USDA

Sallie H. Pease, A.B., Cryptographic Specialist, United States Army Signal Corps

O. A. Iope, Ph.D., Agronomist, Bureau of Plant Industry, Soils, and
Agricultural Engineering, USDA

William C. Fryor, Head, Education Service, Division of Information, Soil
Conservation Service, USDA

W. R. Quigley, B.S., Chief, Division of Accounting, Office of Budget and
Finance, USDA

Lewis H. Rohrbaugh, Ph.D., Director, Graduate School, USDA

William R. Van Dersal, Ph.D., Chief, Personnel Management Division, Soil
Conservation Service, USDA

F. H. Wadley, Ph.D., Statistical Consultant, Bureau of Entomology and
Plant Quarantine, USDA

Clayton E. Whipple, M.S., Senior Agricultural Economist, Office of Foreign
Agricultural Relations, USDA

History and Objectives

The Graduate School was established by Secretary Henry C. Wallace in 1921 to stimulate and encourage post-entry education and to afford opportunities for the education and training of employees of the Department of Agriculture. It is a self-supporting, non-profit institution. Its courses are open, however, to all qualified Federal employees, for whom it constitutes a center of learning after official hours. In fulfilling the purpose for which it was established, the School now offers a wide variety of courses ranging from the relatively elementary to the most advanced opportunities for continuation study. Last year more than 6500 individuals, representing every agency of the Federal Government, were enrolled in these courses. Residence courses are given in the buildings of the Department of Agriculture.

In its 22 years experience in meeting the changing educational needs of Federal employees, the School has become a unique educational institution, coming in effect, a graduate school, an in-service training institute, and an adult education organization. These three functions are implicit in the major objectives of the School:

1. "To supplement in-service training programs, conducted on government time and at government expense, by making it possible for employees to train themselves both intensively and extensively for proficiency in their present positions and for advancement to better positions.
2. To make available to career employees the opportunity to advance educationally, continuously, and progressively, as they advance in job proficiency and responsibility.
3. To provide graduate education acceptable in graduate institutions for the convenience of employees who desire advanced degrees but find it difficult, both for personal and official reasons, to complete all study in residence at the degree-granting institution.
4. To provide certain cultural, creative, and leisure-time opportunities for employees.
5. To assure the attainment of these objectives by making available to employees the experience, knowledge, and instructional talent of outstanding specialists in the Federal service".¹

In carrying forward these objectives, the emphasis of the School is on functional education, on people rather than on things. The School is dedicated to meeting the real needs of employees and centers its attention on the human element in the educational process--on students and faculty. Enrollment, organization, physical facilities, and related factors receive due but secondary emphasis.

¹ Quoted from the United States Department of Agriculture "Regulations Governing the Graduate School Promulgated Pursuant to the Authority Contained in the Act of April 12, 1892, and the Deficiency Act of March 3, 1901 (20 U.S.C. Sec. 91)."

The School operates in the conviction that study-experience and work-experience can be combined to the advantage of both; work-experience accelerates and gives meaning and motive to the learning process, study-experience improves and supplies understanding and competence to the work situation.

Authority

Facilities for study and research in the government departments are made available by Congressional authority to qualified individuals, students, and graduates of institutions of learning in the several States and the District of Columbia under such rules and restrictions as the heads of departments and bureaus may prescribe (Joint Res. April 12, 1892, 27 Stat. 395; Deficiency Act of March 3, 1901, 31 Stat. 1010, 1039). Under this authority and the provisions of the Organic Act of the Department, the Graduate School was organized in 1921 with the approval and encouragement of the Secretary of Agriculture. A summary of regulations governing the Graduate School was promulgated by the Department on February 9, 1943.

Administration

The School receives no Federal funds. Its government is vested in the General Administration Board, appointed by the Secretary. Its administration is vested in the Director, appointed by the Board, and a small administrative staff. These have the advisory assistance of eight committees named by the Board, one for each of the major divisions of the School. Members of the Board and of the committees serve without compensation.

Role in the Department

The Graduate School makes an extensive contribution to morale and competence among employees of the Department of Agriculture; otherwise, there would be no reason for its continuation. It contributes to progressive personnel administration by supplying means of securing more efficient service through opportunities to escape blind-alley positions, to prepare for promotions, to find creative after-hours outlets, to escape from office routines, to cultivate genuine interests, to gain self-improvement, to find intellectual challenges equal to one's capacity, to keep abreast of an entire field or series of fields of knowledge when the daily job may require knowledge of only one small segment of a single field, and to understand and appreciate relationships between one's own special task and the tasks of others. The relation of this program to Departmental management is recognized by Secretarial Memorandum, which names the Director of Personnel of the Department as chairman of the General Administration Board of the School.

The School also serves the Department in supplementing in-service training programs, elaborating upon them, and carrying on from the points at which they stop. While training conducted on government time is likely

to be confined to immediate needs and to knowledge and skills that will give fairly definite and tangible returns to the Government, the Graduate School can and does offer training opportunities no less vital to the Government but vital in a more indirect, long-run, and often tangible manner. It supplies opportunities that training officers, for financial and many other administrative reasons, are not able to make available at government expense and on government time. While in-service training programs give primary, if not exclusive, attention to training needs as seen by management, the Graduate School can and does respond to the needs and desires of the employees, many of whom seek to prepare themselves for promotional opportunities entirely beyond the interest and jurisdiction of the training officers of the agencies in which the employees are located. By close cooperation between (1) official in-service training provided by the Office of Personnel and by administrations, bureaus, and offices, and (2) semi-official after-hours training provided by the Graduate School, the training and educational program of the Department of Agriculture as a whole is made more comprehensive, flexible, and responsive to the needs both of employees and of management.

THE GRADUATE SCHOOL

ADMINISTRATION

GENERAL ADMINISTRATION BOARD

T. Roy Reid, M.S., D.Agr., Director of Personnel, Chairman
Eugene C. Auchter, Ph.D., Research Administrator, Agricultural Research
Administration
A. G. Black, Ph.D., Governor, Farm Credit Administration
Roy F. Hendrickson, Director, Food Distribution Administration
Grover B. Hill, Assistant Secretary of Agriculture
James T. Jardine, D.Sc., Chief, Office of Experiment Stations
William A. Jump, Director of Finance and Budget Officer
W. W. Stockberger, Ph.D., Special Adviser to the Secretary
H. R. Tolley, B.S., Chief, Bureau of Agricultural Economics
Lyle F. Watts, B.S., M.F., Chief, Forest Service

OFFICERS OF ADMINISTRATION

Lewis H. Rohrbaugh, Ph.D., Director
Rolin J. Downie, A. B., Assistant Director
Albert F. Woods, D.Sc., LL.D., Director
Emeritus and Educational Adviser
Eva M. Johnson, Secretary
Virginia J. Brand, Staff Assistant
Dwight L. Myers, Treasurer
Inez M. Abrahms, Office Assistant
Mildred V. Morris, Office Assistant
Mary E. Smith, Office Assistant

CHAIRMAN OF GRADUATE SCHOOL

DEPARTMENTAL COMMITTEES

Howard P. Barss, M.S.....Department of Biological Sciences
Francis J. Sette, M.S...Department of Engineering and Mechanical Arts
Harry B. Humphrey, Ph.D.....Department of Languages and Literature
W. Edwards Deming, Ph.D.....Department of Mathematics and Statistics
James F. Grady, A.B.....Department of Office Techniques and Operations
Charles E. Kellogg, Ph.D.....Department of Physical Sciences
Leon O. Wolcott, Ph.B., LL.B.....Department of Public Administration
Charles F. Sarle, Ph.D.....Department of Social Sciences

